

## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 356. This information is maintained in a system of records designated as NRC-19 and described at 67 *Federal Register* 63787 (October 15, 2002), or the most recent *Federal Register* publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, 11555 Rockville Pike, Rockville, Maryland, or located in the Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 5 U.S.C. 3396 (1991); 5 U.S.C. 4103 (2002); Executive Order 9397, November 22, 1943; Executive Order 11348, April 20, 1967, as amended by Executive Order 12107, December 28, 1978.
2. **PRINCIPAL PURPOSE(S):** To apply for the NRC Senior Executive Service (SES) Candidate Development Program.
3. **ROUTINE USE(S):** Information may be extracted from the records and made available to Office of Personnel Management; other Federal, State, and local Government agencies; and educational institutions for use in training programs related to NRC employees. Information may also be disclosed to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary, however, failure to provide the requested information may prevent your being considered for the Candidate Development Program.
5. **SYSTEM MANAGER AND ADDRESS:** Chief, Professional Development and Knowledge Management, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**APPLICATION FOR THE U.S. NUCLEAR REGULATORY COMMISSION  
SENIOR EXECUTIVE SERVICE  
CANDIDATE DEVELOPMENT PROGRAM**

THIS APPLICATION PACKAGE CONSISTS OF FOUR PARTS:

- PART I: PERSONAL DATA AND SUMMARY OF WORK EXPERIENCE
- PART II: DESCRIPTION OF EXECUTIVE COMPETENCIES
- PART III: SUPERVISORY ENDORSEMENT
- PART IV: MOBILITY STATEMENT AND CERTIFICATION

Each applicant should complete Parts I, II and IV and forward the entire package, **along with a copy of your most recent performance appraisal**, to your immediate supervisor. **Only use the space provided on the form. Do not attach additional sheets or materials such as resumes, position descriptions, certificates of training, or publications.** The supervisor will complete Part III addressing the applicant's strengths and weaknesses in each of the executive competency areas, and forward the entire package (the applicant's materials and the supervisor's own input) to the next level of management. Each successive management official will provide his/her endorsement on a separate Part III, up to and including the Office Director/Regional Administrator level for NRC applicants, and up to the second level supervisor for non-NRC applicants.

For NRC applicants, the Office Director/Regional Administrator will forward all application materials, including supervisory endorsements, to the Office of Human Resources. The mailing address for external applications is:

SES CDP Coordinator  
Office of Human Resources  
Mail Stop O-3 E17A  
U.S. Nuclear Regulatory Commission  
11555 Rockville Pike  
Rockville, MD 20852-2738

Questions concerning the application package or supervisory statements should be directed to:

Human Resources Policy and Programs  
Office of Human Resources  
301-415-2026

**PART I: PERSONAL DATA AND SUMMARY OF WORK EXPERIENCE**  
*PLEASE TYPE OR PRINT*

|   |                |              |              |
|---|----------------|--------------|--------------|
| NAME                                      |                | TITLE        |              |
| WORK TELEPHONE                            | HOME TELEPHONE | SERIES/GRADE | ORGANIZATION |
| WORK ADDRESS (IF NRC GIVE MAIL STOP ONLY) |                | HOME ADDRESS |              |

**EDUCATION**

|   | DEGREE EARNED | MAJOR FIELD | UNIVERSITY/COLLEGE | YEAR RECEIVED |
|---|---------------|-------------|--------------------|---------------|
| 1 |               |             |                    |               |
| 2 |               |             |                    |               |
| 3 |               |             |                    |               |
| 4 |               |             |                    |               |

**SIGNIFICANT AWARDS, HONORS, AND COMMUNITY SERVICE**

|   | DESCRIPTION | DATE RECEIVED |
|---|-------------|---------------|
| 1 |             |               |
| 2 |             |               |
| 3 |             |               |
| 4 |             |               |

**RELEVANT TRAINING COURSES COMPLETED**

|    | COURSE TITLE | INSTITUTION | DATE |
|----|--------------|-------------|------|
| 1  |              |             |      |
| 2  |              |             |      |
| 3  |              |             |      |
| 4  |              |             |      |
| 5  |              |             |      |
| 6  |              |             |      |
| 7  |              |             |      |
| 8  |              |             |      |
| 9  |              |             |      |
| 10 |              |             |      |

**SUMMARY OF WORK EXPERIENCE, WITH EMPHASIS ON ACCOMPLISHMENTS**

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT EACH OF YOUR PROFESSIONAL POSITIONS.

INCLUDE EXPERIENCE THAT DEMONSTRATES YOUR ABILITY TO DIRECT AND EVALUATE ACTIVITIES IN MORE THAN ONE FUNCTIONAL AREA OR FIELD OF SPECIALIZATION.

|              |                               |
|--------------|-------------------------------|
| 1. JOB TITLE | SERIES/GRADE (IF APPROPRIATE) |
| ORGANIZATION | DATES<br>TO PRESENT           |
| SUMMARY      |                               |
| 2. JOB TITLE | SERIES/GRADE (IF APPROPRIATE) |
| ORGANIZATION | DATES<br>TO                   |
| SUMMARY      |                               |

**SUMMARY OF WORK EXPERIENCE, WITH EMPHASIS ON ACCOMPLISHMENTS (Continued)**

|              |                               |
|--------------|-------------------------------|
| 3. JOB TITLE | SERIES/GRADE (IF APPROPRIATE) |
| ORGANIZATION | DATES<br>TO                   |

SUMMARY

|              |                               |
|--------------|-------------------------------|
| 4. JOB TITLE | SERIES/GRADE (IF APPROPRIATE) |
| ORGANIZATION | DATES<br>TO                   |

SUMMARY

**SUMMARY OF WORK EXPERIENCE, WITH EMPHASIS ON ACCOMPLISHMENTS (Continued)**

|              |                               |
|--------------|-------------------------------|
| 5. JOB TITLE | SERIES/GRADE (IF APPROPRIATE) |
| ORGANIZATION | DATES<br>TO                   |
| SUMMARY      |                               |

  

|              |                               |
|--------------|-------------------------------|
| 6. JOB TITLE | SERIES/GRADE (IF APPROPRIATE) |
| ORGANIZATION | DATES<br>TO                   |
| SUMMARY      |                               |

## PART II: DESCRIPTION OF EXECUTIVE COMPETENCIES

"Executive qualifications" is the term used in 5 U.S.C. to describe the managerial qualifications that are required for initial appointment to the Senior Executive Service (SES). The Office of Personnel Management (OPM) has defined these qualifications in terms of five Executive Core Qualifications (ECQs) that describe the leadership skills needed to succeed in the SES. In addition, there are six fundamental competencies that serve as the foundation for each of the ECQs: Interpersonal skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, and Public Service Motivation.

Selection to the Nuclear Regulatory Commission SES Candidate Development Program is based to a large extent on the degree to which applicants can demonstrate competence or potential in the Executive Core Qualifications. Consequently, it is important for applicants to devote adequate time and attention to this portion of the application.

OPM's Executive Core Qualifications are listed below. The ECQs and their associated competencies are described on the individual Description of Executive Competencies pages which follow.

EXECUTIVE CORE QUALIFICATION 1: Leading Change

EXECUTIVE CORE QUALIFICATION 2: Leading People

EXECUTIVE CORE QUALIFICATION 3: Results Driven

EXECUTIVE CORE QUALIFICATION 4: Business Acumen

EXECUTIVE CORE QUALIFICATION 5: Building Coalitions

### INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF YOUR EXECUTIVE COMPETENCIES

On the following pages, please describe your executive competencies and/or potential as they relate to each of the Executive Core Qualifications. For each ECQ you should prepare a brief summary of your experience (three-five sentences) as it relates to the ECQ. Additionally you should provide at least two specific examples demonstrating your competency and/or potential in each ECQ. Include any relevant professional and volunteer experience, education, training, and awards that demonstrate your skills in a particular ECQ. **Please limit your response to the space provided for each ECQ.** In describing your accomplishments, use the following

Challenge-Context-Action-Result approach in a narrative format: **Challenge** - Describe a specific problem or goal. **Context** - Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale). **Action** - Discuss the specific actions you took to address a challenge. **Result** - Give specific examples of the results of your actions.

The Office of Personnel Management's *Guide to Senior Executive Service Qualifications* provides valuable information to assist applicants in describing their executive qualifications and examples that serve to illustrate specific competency examples containing the above elements. The *Guide to Senior Executive Service Qualifications* is available on the OPM web site at <http://www.opm.gov/ses/qualify.asp> or by calling the NRC Office of Human Resources at 301-415-2026.

NAME (PLEASE TYPE OR PRINT)

**DESCRIPTION OF EXECUTIVE COMPETENCIES**

**EXECUTIVE CORE QUALIFICATION 1: LEADING CHANGE**

**Description:** The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision.

SPECIFIC EXAMPLES (USE ONLY THE SPACE PROVIDED - DO NOT ATTACH ADDITIONAL SHEETS)



NAME (PLEASE TYPE OR PRINT)

**DESCRIPTION OF EXECUTIVE COMPETENCIES**

**EXECUTIVE CORE QUALIFICATION 2: LEADING PEOPLE**

**Description:** The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building.

SPECIFIC EXAMPLES (USE ONLY THE SPACE PROVIDED - DO NOT ATTACH ADDITIONAL SHEETS)

NAME (PLEASE TYPE OR PRINT)

**DESCRIPTION OF EXECUTIVE COMPETENCIES**

**EXECUTIVE CORE QUALIFICATION 3: RESULTS DRIVEN**

**Description:** The ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.

SPECIFIC EXAMPLES (USE ONLY THE SPACE PROVIDED - DO NOT ATTACH ADDITIONAL SHEETS)

NAME (PLEASE TYPE OR PRINT)

**DESCRIPTION OF EXECUTIVE COMPETENCIES**

**EXECUTIVE CORE QUALIFICATION 4: BUSINESS ACUMEN**

**Description:** The ability to manage human, financial, and information resources strategically. Competencies: Financial Management, Human Capital Management, Technology Management.

SPECIFIC EXAMPLES (USE ONLY THE SPACE PROVIDED - DO NOT ATTACH ADDITIONAL SHEETS)

NAME (PLEASE TYPE OR PRINT)

**DESCRIPTION OF EXECUTIVE COMPETENCIES**

**EXECUTIVE CORE QUALIFICATION 5: BUILDING COALITIONS**

**Description:** The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies: Partnering, Political Savvy, Influencing/Negotiating.

SPECIFIC EXAMPLES (USE ONLY THE SPACE PROVIDED - DO NOT ATTACH ADDITIONAL SHEETS)

**PART III: SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM  
SUPERVISORY ENDORSEMENT**

NAME OF APPLICANT (TO BE COMPLETED BY APPLICANT)

**INSTRUCTIONS FOR SUPERVISORS:** Please provide your input on the above-named applicant's executive competencies and/or potential as they relate to the SES Executive Core Qualifications and the NRC's SES Candidate Development Program. The information you furnish will be an important element in determining the degree to which the applicant has the executive experience or potential necessary to be successful in the Program. Attach the completed form to the application materials and forward to the next level in your office's chain of command. Each supervisor in the chain completes a separate supervisory endorsement form.

| BASIS FOR APPRAISAL |            |                 |           | SECTION I - SUPERVISORY ASSESSMENT OF DEMONSTRATED EXPERIENCE AND/OR POTENTIAL  | LEVEL OF PERFORMANCE (See Scale Below) |  |  |                  |
|---------------------|------------|-----------------|-----------|---|--|--|--|------------------|
| EXTERNAL ACTIVITIES | ON-THE-JOB | FORMAL TRAINING | POTENTIAL |   |  |  |  |                  |
|                     |            |                 |           | <b>Performance Level Scale:</b><br><br>Assign <u>Level 3</u> to indicate performance would <u>exceed</u> what is expected of a competent SES manager.<br>Assign <u>Level 2</u> to indicate performance would be what is expected of a <u>fully competent</u> SES manager.<br>Assign <u>Level 1</u> to indicate performance would be <u>below</u> what is expected of a competent SES manager.<br>Assign <u>Level 0</u> to indicate that you have had no opportunity to observe your employee's performance in that competency area. |  |  |  |                  |
|                     |            |                 |           | <b>EXECUTIVE CORE QUALIFICATIONS</b>  |  |  |  | 3    2    1    0 |
|                     |            |                 |           | <b>LEADING CHANGE:</b> The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision.   |  |  |  |                  |
|                     |            |                 |           | <b>LEADING PEOPLE:</b> The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building.   |  |  |  |                  |
|                     |            |                 |           | <b>RESULTS DRIVEN:</b> The ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.  |  |  |  |                  |
|                     |            |                 |           | <b>BUSINESS ACUMEN:</b> The ability to manage human, financial, and information resources strategically. Competencies: Financial Management, Human Capital Management, Technology Management.   |  |  |  |                  |
|                     |            |                 |           | <b>BUILDING COALITIONS:</b> The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies: Partnering, Political Savvy, Influencing/Negotiating.   |  |  |  |                  |

BRIEFLY DESCRIBE THE APPLICANT'S OVERALL POTENTIAL FOR SUCCESSFUL PERFORMANCE IN THE SES CANDIDATE DEVELOPMENT PROGRAM AND FUTURE SES POSITIONS

**SECTION II - SUPERVISORY ENDORSEMENT**

- ☐ I highly recommend this employee for selection into the SES Candidate Development Program.
- ☐ I recommend this employee for selection into the SES Candidate Development Program.
- ☐ I do not recommend this employee for selection into the SES Candidate Development Program at this time.

RELATIONSHIP TO APPLICANT (PLEASE CHECK ONE)

- ☐ IMMEDIATE SUPERVISOR                      ☐ OFFICE DIRECTOR/REGIONAL ADMINISTRATOR
- ☐ 2ND LEVEL SUPERVISOR                      ☐ OTHER (SPECIFY)
- ☐ 3RD LEVEL SUPERVISOR

TYPED OR PRINTED NAME AND TITLE

SIGNATURE

OFFICE

DATE

## PART IV: MOBILITY STATEMENT AND CERTIFICATION

### APPLICANT'S MOBILITY STATEMENT

Mobility is an important aspect of the Senior Executive Service and the Candidate Development Program. In the space provided below, please describe your flexibility and willingness to participate in a rotational assignment and relocate to a different geographic location in order to meet the needs of the agency.

I ☐ am ☐ am not able to participate in a rotational assignment to a different geographic location as part of the CDP.

☐ I am mobile and willing to permanently relocate to a different geographic location upon completion of the CDP as SES opportunities occur.

☐ While I am not currently mobile, I will be available to permanently relocate to a different geographic location in:

☐ 1-2 years ☐ 3-5 years ☐ Other (Enter Number) \_\_\_\_\_

ADDITIONAL COMMENTS

### FINAL CHECKLIST FOR APPLICANTS

- ☐ Part I of the application is complete and current.
- ☐ Part II of the application is complete and fully describes your executive competencies.
- ☐ You have completed the above Mobility Statement.
- ☐ You have attached a copy of your most recent performance appraisal.
- ☐ You have sent your package, including multiple copies of Part III, Supervisory Endorsement, to your immediate supervisor for his/her endorsement and forwarding through successive managerial levels, up to the Office Director/Regional Administrator.
- ☐ Your signature appears on the line below this checklist.

### CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the statements contained in this application are true, correct, complete, and made in good faith. I agree to fully participate in and complete all of the requirements of the program, if selected. I understand this may require rescheduling of activities previously planned during the program. I understand requirements of the program cannot be waived.

SIGNATURE - APPLICANT

DATE

### PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 356. This information is maintained in a system of records designated as NRC-19 and described at 65 *Federal Register* 56428 (September 18, 2000), or the most recent *Federal Register* publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, 11555 Rockville Pike, Rockville, Maryland, or located in the Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 5 U.S.C. 3396, 4103 (2000); Executive Order 9397, November 22, 1943; Executive Order 11348, April 20, 1967, as amended.
2. **PRINCIPAL PURPOSE(S):** To apply for the NRC Senior Executive Service (SES) Candidate Development Program.
3. **ROUTINE USE(S):** Information may be extracted from the records and made available to Office of Personnel Management; other Federal, State, and local Government agencies; and educational institutions for use in training programs related to NRC employees. Information may also be disclosed to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary, however, failure to provide the requested information may prevent your being considered for the Candidate Development Program.
5. **SYSTEM MANAGER AND ADDRESS:** Chief, Professional Development and Knowledge Management, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.